



## **JOB DESCRIPTION**

### **Manager**

Post: Manager of Partnerships for Wellbeing Limited

Hours: 28 hours per week

Salary: £30,000 per annum pro rata.

Location: 31-33 Wells Street, Inverness, IV3 5JU

Duration: Permanent (dependent on continued funding).

Reporting to: Chair or his / her nominated Trustee

---

## **PURPOSE OF THE POST**

Lead and motivate a small staff team to ensure a high standard of service to our vulnerable client base.

Ensure the effective day-to-day operation of projects and corporate services.

Develop opportunities to expand the work of the charity, source funding, and promote the organisation as required.

Fulfil obligations to our funders, promote the charity's projects, provide value for money, and support the Trustees to meet all statutory obligations.

Assist project staff in providing motivation and support to our extensive volunteer base.

The last year has been a very challenging time for everyone, including the Third Sector. P4W has been impacted by the effects of lockdowns and restrictions around social

activity. We seek an enthusiastic manager and leader who will guide and support the organisation as it emerges out of the pandemic, creatively dealing with the inevitable challenges presented, while taking advantage of new opportunities to bring the best possible service to our many stakeholders.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES OF THE POST**

### ***Leadership***

- ◆ Apply a clear and confident communication style internally and externally; to engage a wide range of stakeholders and act as a public voice for the organisation.
- ◆ Directly line manage and support a small staff team to maintain collective purpose and engender a collaborative environment.
- ◆ Working with the Walk Manager, Transport Manager and Administrative staff, liaise with and support volunteers, service users and other partners as required.
- ◆ Ensure staff have the resources, support and systems to enable them to work effectively.
- ◆ Support the Trustees to review and develop the business plan and to deliver change.

### ***Operational Delivery***

- ◆ Contribute to the work of the charity's projects when appropriate, including supporting volunteers, enabling service delivery to clients, and covering project managers sickness absence and annual leave.
- ◆ Develop and maintain our internal operations and office systems and procedures, including data protection, confidentiality, finance, HR and compliance, to ensure the organisation is efficient and well run.
- ◆ Manage upkeep and condition of all equipment, fixtures and fabric of the charity's premises and equipment.
- ◆ Manage health and safety, security, and emergency systems capabilities and staff and customer awareness, according to the Charity's policy and relevant law.
- ◆ With support from our IT consultant, manage and maintain the effectiveness of our IT systems, website and social media activities.
- ◆ Oversee the administration of all personnel procedures, payroll, pensions and banking in liaison with external payroll and book-keeper support, and in accordance with policy and employment laws

### ***Funding***

- ◆ Identify appropriate funding sources, draft and submit grant applications and evaluation reports, to achieve income targets relating to our business plan

priorities that sustain existing services and develop opportunities for expansion.

- ◆ Promote the profile and reputation of the charity externally, liaising with funders and partners in the public, voluntary and private sectors as necessary.
- ◆ Lead on P4W's relationships with external partners and funders and develop networks to establish and develop positive partnership working, and to identify and respond promptly to appropriate opportunities

### ***Corporate Management and Compliance***

- ◆ Collate, prepare and submit statutory information and reports on behalf of the Trustees and as directed by the Chair, ensuring the charity is legally compliant.
- ◆ Manage costs and overheads in line with the financial policies and to ensure best value. Analyse information and sign-off reports in preparation for the charity's Annual Accounts.
- ◆ Liaise with the P4W book-keeper as necessary to analyse, administer and report information to the Trustees regarding the charity's cash and accounting systems, to ensure robust financial management.
- ◆ Attend Board Meetings and regularly report to the Trustees on performance against objectives
- ◆ Develop own personal skills and capability, and maintain knowledge of relevant legislation, funding opportunities, emerging trends and best practice across the sector through on-going training, as provided by the charity or elsewhere.
- ◆ In addition to the above list of tasks, the post holder may be asked to perform other duties which are commensurate with capability and status.